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Affirmative Action Minutes 11/14/2001

Affirmative Action Advisory Committee
 Meeting Minutes
 Wednesday, November 14, 2001
 7:30 p.m.

In Attendance: Barbara Boltz (Chair), Adrienne McClure, Howard Winkler, Franz Browne, Jack Jones, Augusta Haydock, Elaine Maclachlan

Absent: Christopher Ryan

Also Present: Caryn Cove, Personnel Director

Acceptance of minutes, October 17, 2001

Adrienne McClure moved approval. SO VOTED

The Committee also made administrative changes to the September 12th minutes.

Current Job Openings

The Committee reviewed the current job openings and also made suggested changes to the format of the spreadsheets presenting the information.

School Renovations Project: Peirce School

The Committee reviewed the current payroll information and also made suggested changes to the format of the spreadsheets presenting the information.

The Committee also reviewed and made administrative changes to their draft letter to the Permanent Town Building Committee regarding female and minority participation in the Peirce School project.

Continuing Business

Holiday Party The Committee confirmed their intention to gather in December at La Buona Vita restaurant. Howard Winkler indicated that he invited Jim Webster, former chairman of the committee, to attend the gathering.

School Hiring Caryn Cove reported that she had met with Gus Martinson, Human Resource Director for the Arlington Public Schools regarding the concerns of the Affirmative Action Advisory Committee and efforts to create more minority interest in working in Arlington. Caryn Cove also reported that she and Mr. Martinson would be meeting regularly to discuss ways in which they can assist one another in their job duties and affirmative action efforts.

Barbara Boltz indicated that she and Miriam Stein of the Diversity Task Group of Vision 2020 had provided Gus Martinson with a list of schools within New England and also in the southern states. They suggested that Gus Martinson do outreach to the universities and colleges in an effort to spur minority interest in working in the Arlington Public Schools. The Committee continued to discuss the challenges in attracting qualified minority applicants to Arlington. The Committee requested that Caryn Cove continue her dialogue with Gus Martinson.

Diversity in Arlington Forum Barbara Boltz reported on the forum sponsored by Arlington's Vision 2020. She reported to the Committee on the most popular issues discussed at the meeting. She reported that a follow up meeting is under consideration for the spring.

Diversity Task Group Meeting Barbara Boltz reported on the most recent meeting. Selectman Charles Lyons attended the meeting and indicated his support for diversity training in the Town. Selectman Lyons "challenged" the members of the Diversity Task Group to come up with a plan for training within the Town. The Committee discussed the idea. Barbara Boltz indicated that she would put the subcommittee of the Diversity Task Group assigned to the matter in touch with Caryn Cove for further pursuit of the idea.

Adrienne McClure moved to adjourn the meeting at 8:55 p.m.

A true record. Attest:

Caryn E. Cove
Director of Personnel
Affirmative Action Officer